

Fayette County Water Control & Improvement District – Monument Hill

100 Country Club Drive
La Grange, TX 78945
(979) 968-5514

MINUTES

of the December 12, 2024

Regular Board of Directors Meeting

Directors Present:	Ethel “Pennie” Lee, Vice President; Gary Kramer, Treasurer; Chester Johnson, Director
Directors Absent:	Seth Gunn, President; Bobby Gilmore, Secretary
Others Present:	Lori Steffek, Office Manager; Terra Williams, Inframark;

President Seth Gunn was unable to attend the meeting due to being out of town. The meeting was called to order by Mr. Gary Kramer, Treasurer, at 11:05 a.m. on December 12, 2024, at the Fayette County WCID - Monument Hill District Office located at 100 Country Club Drive in La Grange, Texas.

Agenda Item #1 Public Comments: No public comments were received.

Agenda Item #2 Approval of Minutes from the November 14, 2024 Regular Board of Directors meeting: The Minutes from the November 14, 2024 regular Board of Directors meeting were presented for approval.

Mrs. Pennie Lee made a motion, seconded by Mr. Chester Johnson, to approve the Minutes of the November 14, 2024 regular Board of Directors meeting as presented and to have Mr. Seth Gunn and Mr. Bobby Gilmore sign the minutes at a later date. The motion passed unanimously with three Directors being present and voting.

Agenda Item #3 Treasurer’s Reports and approval of bills: Mr. Kramer presented the November treasurer’s reports. The November Operating Fund beginning of the month balance was \$227,384.40. Property tax revenue, in the amount of \$513.46, was received during the month. Cash receipts for the month totaled \$46,470.65. Expenses for the month totaled \$34,984.89, leaving the district with a total combined end of the month operating fund bank balance of \$238,870.16. The TexPool account earned \$619.81 in valuation changes during the month, and as of 12/01/2024, it was reporting a 7-day yield rate of 4.67%, down from 4.87% in October. Mr. Kramer reviewed Operating Fund disbursements for the period of November 15 – December 12, 2024, for a total of \$36,486.00. Extraordinary expenses for the month included the purchase of a new 4” Kamstrup meter for Well #4 from Ferguson in the amount of \$5,251.00.

Mrs. Pennie Lee made a motion, seconded by Mr. Chester Johnson, to approve the November 2024 Operating Fund Treasurer’s Report, and to pay the Operating Fund disbursements for the period November 15 – December 12, 2024, as presented for a total of \$36,486.00. The motion passed unanimously with three Directors being present and voting.

Mr. Kramer reviewed the November 2024 Debt Service Fund Report. The combined beginning of the month balance was \$92,832.02. Property tax revenue, including penalties and interest, in the amount of \$683.42 was received during the month. The district received \$3.41 in interest income from the RTSB MM Debt Service account. TexPool change in valuation gains of \$315.41 were reported and the daily yield on 12/01/2024 was 4.67% down from 4.87% in October. The RTSB end of the month balance was \$12,395.42. The TexPool end of the month balance was \$81,438.84. The Debt Service Fund had a combined end of the month balance of \$93,834.26.

Mr. Chester Johnson made a motion, seconded by Mrs. Pennie Lee, to approve the November 2024 Debt Service Fund Report with no pending disbursements for the period November 15 – December 12, 2024. The motion passed unanimously with three Directors being present and voting.

Agenda Item #4 President's Report: No report was given.

Agenda Item #5 Operations Report: Mrs. Steffek reported the following during the Operations Report:

1. Water Plant 1, Well #4: Waiting on Wick Well Service to install the new 4" master meter on Well #4 and the replacement VFD's that failed back in August. All replacement materials have been received.
2. Winter Water Use Averaging: Meters were read on December 1st at the beginning of winter water use averaging and will be read again at the close of it, on February 28, 2025.
3. Quickbooks: Mr. Kramer & Mrs. Steffek contacted Intuit concerning the migration to the Quickbooks Online platform. The cost per month would be \$99/per entity per month for the Online version. Intuit will credit back to the district the pro-rated portion of the unused desktop subscription. Intuit's product specialist stated that the Online version looks and performs very differently from the Desktop version and that there will be an adjustment period. The product specialist also recommended that the district not cancel its Desktop subscription right away as it's no longer available for purchase. If the district found the Online version unacceptable, the switch could be made back to the Desktop platform as long as the current subscription hasn't been cancelled.

Mrs. Terra Williams reported water produced for the month of November was 2.376M gallons. A total of 1,287,068 gallons of wastewater was sent to the City for treatment during the month. The maximum wastewater flow in one day was 49,008 gallons and minimum flow was 37,033 gallons, producing an average of 41,518 gallons of wastewater being treated per day.

Agenda Item #6 Engineer's Report: No report was given.

Agenda Item #7 Discuss next fiscal year's budget (FYE 03/31/2026) including water and waste water rates: After a brief discussion concerning the next fiscal year's budget, water and waste water rates and the cost of rising inflation, Mr. Kramer was instructed to present to the board at the next regular meeting, suggested rates that reflect a small increase to both the base rate and staggered water rate structure and that take the cost of inflation into account.

Agenda Item #8 Consider and take appropriate action on renewal of website subscription with Rural Water Impact: Mrs. Steffek reported that the annual renewal of the shared website between the district and the MHPOA is in January and that the cost will be increasing by \$61, from \$499 to \$560, annually. Traditionally this cost is split evenly between entities and there have been no indicators from the MHPOA that anything would be different for 2025. The district's portion of this expense would be \$280.00.

Mr. Chester Johnson made a motion, seconded by Mrs. Pennie Lee, to renew the district's website, provided by Rural Water Impact, at an annual cost of \$560.00. The motion passed unanimously with three directors being present and voting.

Agenda Item #9 Consider and take appropriate action on annual renewal of TRWA Membership: Mrs. Steffek reported that the district's membership with Texas Rural Water Association (TRWA) is scheduled to renew in January 2025, at a cost of \$500. This amount remains unchanged from the 2024 renewal. The Board reviewed other TRWA related entities that could benefit from a voluntary donation by the district, such as TRWA's building fund, disaster relief fund, foundation, and the legal fund. Mrs. Steffek reported that in 2023 and 2024 the district donated \$200 to the voluntary disaster relief fund and \$275 to the voluntary legal defense fund.

Mr. Chester Johnson made a motion, seconded by Mrs. Pennie Lee, to renew the district's membership with TRWA, in the amount of \$500, and to make a \$200 donation to TRWA's voluntary disaster relief fund and a \$275 donation to the voluntary legal defense fund. The motion passed unanimously with three directors being present and voting.

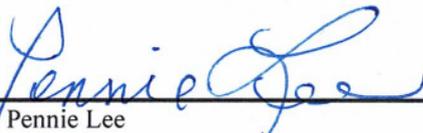
Agenda Item #10 Consider and take appropriate action on generator location and/or maintenance provider: The board discussed moving its generator from Fayette Water Supply Corporation's warehouse to the district's backyard, permanently. In order to accomplish this, exact dimensions of the generator trailer are needed, and a potential contractor will to be consulted concerning the construction of a cover for the generator and adding a gate to the district's existing fence along Richard Road. Mrs. Pennie Lee and Mr. Gary Kramer will report back to the board at the next regular meeting.

Additional discussion centered around getting the generator hooked up to an apparatus that would automatically run the generator once a month, under a load, in order to meet the generator maintenance requirements set forth by the State.

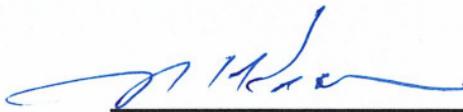
Agenda Item #11 Consider and take appropriate action on items to be placed on the next agenda: Items were identified and placed on the agenda for the regular Board of Directors scheduled for Thursday, January 9, 2025, at 11 a.m. at the district office, located at 100 Country Club Drive, La Grange, Texas.

There being no further business to come before the Board, Mr. Chester Johnson made a motion, seconded by Mrs. Pennie Lee, to adjourn the meeting. The motion passed unanimously with three Directors being present and voting.

The meeting was adjourned at 12:01 p.m.



Mrs. Pennie Lee
Vice President



Mr. Gary Kramer
Treasurer

**Fayette County WCID-Monument Hill
Operating Fund Report
Nov-24**

		Annual Budget	To Date Budget	To Date Actual	Monthly Budget	This Month Actual
Operating Fund Report						
Receipts:						
4100	Water	293,000.00	195,333.33	175,126.16	24,416.67	24,684.43
4200	Sewer	192,000.00	128,000.00	149,654.97	16,000.00	18,781.29
4300	MHPOA (clerical services)	17,600.00	11,733.33	11,933.01	1,466.67	1,472.31
4320	Property Tax	61,700.00	0.00	6,057.74	0.00	513.46
5391	Interest on Deposits	-	0.00	73.04	0.00	10.45
5392.1	TexPool Op Fund Acct Change in Valuation	10,000.00	6,666.67	6,752.60	833.33	619.81
Total Budgeted Receipts:		\$ 574,300.00	\$ 341,733.33	\$ 349,597.52	\$ 42,716.67	\$ 46,081.75
4101	Bulk Water Sales			0.00		0.00
4110	Taps-Water			0.00		0.00
4111	Customer Svc Inspection-Water			0.00		0.00
4120	Reconnection Fees			0.00		0.00
4210	Taps-Sewer			500.00		0.00
4330	Pen & Int. Service			1,295.20		69.53
4331	Pen. & Int. Standby			0.00		0.00
4322	Pen. & Int. Maint Tax			671.38		107.83
2114	Utility Tax			1,591.81		211.54
3951	Trans from Savings			0.00		0.00
3953	Trans from Capital			0.00		0.00
2151	Renters Deposit			0.00		0.00
3957	Bank Loan			0.00		0.00
5380	Miscellaneous			0.00		0.00
Total Receipts:				\$353,655.91		\$46,470.65
Operating Fund Beginning of Month Balance						\$227,384.40
Available Operating Funds:						\$273,855.05
Disbursements:						
		Annual Budget	To Date Budget	To Date Actual	Monthly Budget	This Month Actual
Water Expenses						
6100	Bulk Water Purchased	30,000.00	20,000.00	25,792.05	2,500.00	0.00
6134	Contract Labor Water	50,000.00	33,333.33	33,228.20	4,166.67	4,204.70
6135	Maint & Repair Water	34,000.00	22,666.67	23,503.01	2,833.33	678.78
6136	Meter Installation Water	-	0.00	0.00	0.00	0.00
6137	Meter Reading	-	0.00	0.00	0.00	0.00
6141	Electric Utility Water	26,000.00	17,333.33	12,413.28	2,166.67	2,100.52
6142	Chemicals Water	11,000.00	7,333.33	4,794.86	916.67	1,652.34
6143	TCEQ Compliance Expense	10,000.00	6,666.67	9,353.23	833.33	0.00
6144	Repair Materials Water	19,000.00	12,666.67	5,836.64	1,583.33	110.36
6145	Meter Expense	4,000.00	2,666.67	357.93	333.33	0.00
6151	Telephone Water	3,500.00	2,333.33	2,087.07	291.67	105.69
6175	Inspection Expense Water	4,000.00	2,666.67	1,534.05	333.33	0.00
Sewer Expenses						
6201	Sewage Treatment	107,000.00	71,333.33	71,517.27	8,916.67	9,176.88
6201.1	Sewage Treatment - Overage	33,000.00	22,000.00	16,531.63	2,750.00	732.61
6234	Contract Labor Sewer	12,500.00	8,333.33	8,307.02	1,041.67	1,051.17
6235	Maint & Repair Sewer	20,000.00	13,333.33	5,635.00	1,666.67	170.00
6241	Electric Utility Sewer	3,000.00	2,000.00	1,750.98	250.00	203.08
6242	Chemicals Sewer	-	0.00	0.00	0.00	0.00
6244	Repair Materials Sewer	8,000.00	5,333.33	10.61	666.67	0.00
6251	Telephone Sewer	2,500.00	1,666.67	1,875.00	208.33	0.00
General Expenses						
1317	Furniture & Fixtures	-	0.00	0.00	0.00	0.00
6310	Director's Fees	7,000.00	4,666.67	2,700.00	583.33	500.00
6311	Salaries & Wages	52,245.00	34,830.00	34,160.19	4,353.75	4,018.85
6313	Group Insurance Premiums	14,000.00	9,333.33	10,592.74	1,166.67	1,403.46
6314	Employers Tax Expense	6,000.00	4,000.00	2,965.72	500.00	269.21
6315	Workers Comp Premiums	2,000.00	1,333.33	0.00	166.67	0.00

**Fayette County WCID-Monument Hill
Operating Fund Report
Nov-24**

	Annual Budget	To Date Budget	To Date Actual	Monthly Budget	This Month Actual	
6320	Legal Fees	5,000.00	3,333.33	0.00	416.67	0.00
6321	Audit	8,000.00	5,333.33	7,500.00	666.67	0.00
6322	Engineering Fees	12,000.00	8,000.00	1,920.00	1,000.00	0.00
6324	Laboratory Expense	8,000.00	5,333.33	1,476.60	666.67	118.45
6325	Election Expense	2,000.00	1,333.33	0.00	166.67	0.00
6326	Permit Fees	650.00	433.33	619.85	54.17	619.85
6330	Appraisal District Fees	4,000.00	2,666.67	2,739.03	333.33	966.75
6332	Service Acct Collection (ACH)	200.00	133.33	60.00	16.67	20.00
6334	Contract Labor/Temp. Expense	-	0.00	0.00	0.00	0.00
6335	Maint. & Repairs Office Bldg	2,000.00	1,333.33	671.62	166.67	0.00
6338	Legal Notices	3,000.00	2,000.00	1,383.75	250.00	0.00
6340	Printing & Office Supplies	4,000.00	2,666.67	1,508.86	333.33	0.00
6350	Postage	3,000.00	2,000.00	1,188.50	250.00	0.00
6351	Phone/Internet Office	2,200.00	1,466.67	1,276.56	183.33	159.57
6353	Insurance & Bond Premiums	13,000.00	8,666.67	7,103.65	1,083.33	1,268.37
6354	Travel & Per Diem	2,000.00	1,333.33	380.87	166.67	0.00
6362	Dues & Subscriptions	7,000.00	4,666.67	1,809.12	583.33	0.00
7395	Miscellaneous	2,005.00	1,336.67	130.00	167.08	0.00
3957	Payments on Notes	33,000.00	2,750.00	32,696.13	0.00	0.00
Total Budgeted Disbursements		569,800.00	\$360,616.67	\$337,411.02	\$44,733.33	\$29,530.64

6171	Tap Connection-Water			0.00	0.00
6271	Tap Connection-Sewer			0.00	0.00
7306.01	Capital Outlay - Johnson Lift Station	0.00		0.00	0.00
7306.02	Capital Outlay - Storage Bldg Chlorine	0.00		0.00	0.00
7306.03	Capital Outlay - WP Facility Imprvmnts	0.00		0.00	0.00
7306.04	Capital Outlay - AMR System	0.00		0.00	0.00
7306.05	Capital Outlay - LS Facility Improvmnts	0.00		0.00	0.00
7306.07	Capital Outlay-Pumphouse Repairs	0.00		0.00	0.00
7306.08	Capital Outlay-Painting Pressure Tanks	0.00		0.00	0.00
7306.09	Capital Outlay-Fire Hydrants	20,000.00		0.00	0.00
7306.10	Capital Outlay-WP2 GST	208,000.00		191,232.66	0.00
7306.11	Capital Outlay-SS Eval / Improvements	0.00		0.00	0.00
7306.12	Capital Outlay-Sewer pumps/rebuild	10,000.00		0.00	0.00
7306.16	Capital Outlay - Well #4	0.00		5,251.00	5,251.00
7306.17	Capital Outlay -Tank Mixers	5,000.00		2,883.70	0.00
7306.19	Capital Outlay - Water Lines	0.00		0.00	0.00
7306.20	Capital Outlay-Well #3	0.00		0.00	0.00
7306.22	Capital Outlay-Sewer Lines	0.00		0.00	0.00
7306	Capital Outlay-Total			199,367.36	
3915	Renters Deposit Return			250.00	0.00
4310	Overcharge Return			0.00	0.00
2114	Utility Tax Payment			0.00	0.00
4311	Returned Checks			(385.33)	203.25
Total Disbursements:				\$536,643.05	\$34,984.89

Operating Fund Cash Balance 30-Nov-24 \$238,870.16

Funds Transfers \$0.00 0

Operating Fund Cash Balance 30-Nov-24 **\$238,870.16**

Account Balances And Locations

Operating Accounts	NBT	RTSB	TexPool*	Total
Beginning of Month Balances	\$58,111.67	\$9,845.96	\$159,426.77	\$227,384.40
Receipts, Interest, Valuation Changes	\$45,226.67	\$624.17	\$619.81	\$46,470.65
Disbursements	\$34,984.89	\$0.00	\$0.00	\$34,984.89
Transfers	\$0.00	\$0.00	\$0.00	\$0.00
Ending Month Balances	\$68,353.45	\$10,470.13	\$160,046.58	\$238,870.16

Account balances reflect the balance at the maturity day during the month or the end of the month balance.

*TexPool balances are invested in compliance with the Public Funds Investment Act (PFIA). The TexPool daily yield on December 1, 2024 was 4.67%.

Prepared By:  Treasurer Date: 12.12.24

**Fayette County Water Control and Improvement District
Monument Hill**

Board Approval of Disbursements November 14 - December 12, 2024

Operating Fund Disbursements		Check	Amount	Veri-	Paid	Not
Account	Vendor	Number		fied		Paid
6332	NBT - Acct Svc Collection	EFT	20.00	X	X	
6310	Bobby Gilmore - directors fees	13996	92.35	X	X	
6310	Seth Gunn - directors fees	13997	92.35	X	X	
6310	Chester Johnson - directors fees	13998	92.35	X	X	
6310	Gary Kramer - directors fees	13999	92.35	X	X	
6310	Pennie Lee - directors fees	14000	92.35	X	X	
6313	TML Health Benefits Pool - Emp & Dep Ins Premium	14001	2,187.26	X	X	
6330	FCAD - 1Q 2024 tax collection	14002	966.75	X	X	
6311	L Steffek - paycheck	DD	1,244.23	X	X	
7306.16	Ferguson - 4" meter for Well #4	14003	5,251.00	X	X	
6134	Inframark - contract water operations	14004	4,204.70	X	X	
6234	Inframark - contract sewer operations	14004	1,051.17	X	X	
6141	FEC-Well# 1	14005	926.34	X	X	
6241	FEC-River lift pump	14005	78.68	X	X	
6141	FEC-Booster tank	14005	381.21	X	X	
6241	FEC-Johnson Lift Station pump	14005	78.28	X	X	
6141	FEC-Well# 3	14005	464.27	X	X	
6144	Farmers Lumber - water repair materials	14006	93.40	X	X	
6314	IRS - employer/employee 941 taxes	EFT	1,121.02	X	X	
6311	L Steffek - paycheck	DD	1,244.22	X	X	
6351	Sparklight - office phone / internet	14007	159.57	X	X	
6353	TML IRP - monthly property, liability ins premium	14008	1,168.37	X	X	
6135	Hess Landscape - water plant mowing	14009	215.00	X	X	
6235	Hess Landscape - sewer plant mowing	14009	170.00	X	X	
6135	Hess Landscape - WP2 clean up / dirt work	14009	185.00	X	X	
6135	Inframark - water repair labor	14010	162.33	X	X	
6144	Inframark - water repair materials	14010	47.30	X	X	
6324	Inframark - bacT samples	14010	186.30	X	X	
6201	LG Utilities - sewer treatment	14011	9,206.54	X	X	
6201	LG Utilities - overage sewer treatment	14011	1,532.40	X	X	
6241	LG Utilities - The View Lift Station electricity	14012	41.56	X	X	
6142	DXI Industries - cylinder rental	14013	120.00	X	X	
6142	Purify - orthophosphate refill	14014	1,207.70	X	X	
Total for Paid			34,176.35			
6362	Rural Water Impact - annual website renewal	14015	560.00	X		X
6151	Lori Steffek - reimb cell phone/tablet expense	14016	105.69	X		X
6362	Lori Steffek - reimb Quickbooks, Dropbox, PicMonkey subscriptions	14017	1,315.23	X		X
6340	Lori Steffek - reimb envelopes, ink, calendars etc	14017	154.70	X		X
6354	Lori Steffek - reimb gas expense	14017	174.03	X		X
Total for Unpaid			2,309.65			
Total Operating Fund Disbursements			\$36,486.00			

Disbursements listed above are approved for payment by the action of the Board of Directors

Director's Signature 

Date: 12.12.24

**Fayette County WCID - Monument Hill
Debt Service Fund Report
Nov-24**

Debt Service Fund Report

Receipts:		To Date Actual	This Month Actual
4325	Property Tax Revenue (I&S)	6,829.88	564.81
4326	Property Tax - Interest & Penalty	739.28	118.61
5391.2	Debt Service Fund Interest	21.59	3.41
5392.3	TexPool Debt Svc Acct Change in Valuation	3,329.67	315.41
Total Receipts:		10,920.42	\$1,002.24

Debt Service Fund Beginning of Month Balance

1134	Round Top State Bank MM		\$11,708.59
1135	Round Top State Bank CD		\$0.00
1114	TexPool Debt Service Account		\$81,123.43
Total Fund Deposits		1-Nov-24	\$92,832.02

Available Debt Service Funds: Nov-24 \$93,834.26

Disbursements:		To Date Actual	This Month Actual
6332.2	Debt Svc Fund Bank Charges	0.00	0.00
6340.2	Debt Svc Fund Printing Charges	0.00	0.00
3956	Series 2017 Bond Sale Debt Service	21,633.77	0.00
7363	Bond Administration Fees	250.00	0.00
Total Fund Disbursements		21,883.77	0.00

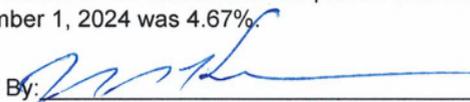
Debt Service Fund End of Month Balance 30-Nov-24 \$93,834.26

Account Balances And Locations

Debt Service Fund Account	RTSB MM	RTSB CD	TexPool	Total
Beginning of Month Balances	11,708.59	-	81,123.43	\$92,832.02
Receipts, Interest, Valuation Changes	\$686.83	\$0.00	\$315.41	\$1,002.24
Disbursements	\$0.00	\$0.00	\$0.00	\$0.00
Transfers	\$0.00	\$0.00	\$0.00	\$0.00
End of Month Balances	12,395.42	\$0.00	81,438.84	\$93,834.26

Account balances reflect the balance at the maturity day during the month or the end of the month balance.

*TexPool balances are invested in compliance with the Public Funds Investment Act (PFIA). The TexPool daily yield on December 1, 2024 was 4.67%.

Prepared By:  , Treasurer Date: 12.12.24